



## TERMS OF ENROLMENT

By enrolling in a course provided by Methodist Ladies' College (the College), parents agree to support the College's Values as set out in the Parent Code of Conduct and to be legally bound by the following terms and conditions:

### COMPLYING WITH THE COLLEGE'S REQUIREMENTS OF STUDENTS

We agree to uphold the rules and policies of the College and any other requirements as communicated to us from time to time and will actively encourage our daughter to uphold the College's standards of behaviour.

### PARENTS' SUPPORT FOR THE COLLEGE'S POLICIES, RULES AND CODES OF BEHAVIOUR

We agree to support all College policies and to cooperate with teachers and administrators in this regard, and to support the Values, principles, ethics and aims of the College, including the Parent Code of Conduct. Where possible, we will participate in College activities for parents.

### APPEARANCE AND COLLEGE UNIFORM

We agree to support the Uniform Guide and ensure that our daughter's uniform is kept in pristine condition and worn appropriately.

### ATTENDING COLLEGE ACTIVITIES

We agree to ensure that our daughter attends all the activities of the College as required, including attending classes, compulsory Outdoor Education camps, co-curricular activities and special college functions such as College Sunday and end of year celebrations.

### DRUGS AND ALCOHOL

We are aware that the College has a zero-tolerance policy to illegal drugs and agree to support the College's policies with respect to student drug and alcohol use.

### COLLEGE COMMUNICATIONS

We agree that under Australian law, where this is relevant and unless a Court has ordered otherwise both parents must receive information and be involved in decision-making about their child's education.

We agree that the College will communicate with us using current contact details supplied on the Application to Register Form and as modified from time to time on the Student Information Update form.

### ADVISING THE COLLEGE OF CHANGES

We agree to inform the College as soon as possible about any matters that could affect our daughter's participation in the College's programme and activities, including health issues, family circumstances or any Family Court orders in place.

We agree to advise the College immediately of any matter which affects our daughter attending the College, including our daughter's absence from the College for any reason, including illness or accident. We agree to contact the College on these occasions in keeping with the College's Attendance Policy. We agree to advise the College of any changes to contact details, including residential addresses.

### PRIVACY AND USE OF PERSONAL INFORMATION

We agree that the College can use the personal information it holds about our daughter and our family for any lawful activity and in keeping with the College's Privacy Policy as updated from time to time.

In keeping with the College's Privacy Policy we agree that our daughter can be a part of marketing and fundraising material and for educational purposes.

We agree that if we do not wish to have our daughter included in marketing and fundraising material and for educational purposes **we will advise the Principal in writing.**

The College's Privacy Policy can be accessed on our website [www.mlc.wa.edu.au](http://www.mlc.wa.edu.au)

### PERMISSION TO CONTACT PREVIOUS SCHOOL ATTENDED

We agree to the College contacting our daughter's previous school for the purpose of collecting information regarding academic, pastoral and administrative matters.

## **EDUCATIONAL MATTERS**

We agree that, to the best of our knowledge, we have provided the College with all current and past information relating to our daughter's learning and wellbeing, including but not limited to any learning issues and educational and/or psychological testing. We understand that if we withhold information that is relevant to the enrolment process, then the College reserves the right to refuse or terminate the enrolment process on these grounds.

## **MEDICAL MATTERS**

When necessary, and when the College requests, we agree to provide current health and medical information that is relevant to our daughter participating in and attending the College and College-related activities.

We agree that the College reserves the right to send our daughter home or require that she is collected from the College if she is too ill to remain at the College, and that the College can decide if this is the case.

In the event that our daughter needs urgent hospital or medical treatment of any nature and the College is unable to contact us after making reasonable efforts, we authorise the College to obtain ambulance and other emergency assistance. We indemnify the College, its employees and agents in respect of such action.

In certain circumstances we recognise that the emergency may be such that the College has to take immediate action without contacting us. We indemnify the College, its employees and agents in respect of such action.

If our daughter is in care arrangements, we authorise the Guardian to act for us in an emergency, accident or illness during that period of time.

## **COLLEGE FEES**

### **PAYING FEES**

We agree that in enrolling our daughter at the College, we commit to paying College fees for the period of our daughter's education at the College and that we have carefully considered the financial commitment involved.

We agree to pay the College fees, including College tuition and other ancillary charges, in accordance with the timetable set out in the prevailing Fees and Charges brochure. We agree that if the College fees are not paid within the period specified then a late payment fee will be charged and reversal of any concessions on accounts will occur. Direct debits returned unpaid may also incur the late payment fee. We agree we are liable for costs incurred by the College in recovering outstanding amounts, including debt collection and any legal fees.

We agree that if the College fees are not paid at the end of any term to which those fees apply, the Principal has the right to suspend or terminate our daughter's enrolment.

We agree that if we experience difficulty in paying fees by the due date we will contact the Finance Manager to discuss alternative arrangements for payment.

In the event of hardship, the College is committed to broadening access to a College education by providing financial support to eligible families/ parents/guardians through a bursary.

Only local students who have been in attendance at the College for at least 12 months are eligible to apply for a bursary. Parents seeking a bursary are required to supply information to the Director of Corporate Services to establish financial need and the change in circumstances since enrolling.

### **ABSENCE FROM THE COLLEGE FOR AN EXTENDED PERIOD**

We agree that College fees will not be refunded if our daughter is absent from the College for extended periods such as due to sickness or injury.

We agree that if we wish our daughter's place to be held open, we will be liable to continue to pay the College fees.

We also agree that if we do not wish to continue to pay the College fees, our daughter will be withdrawn and a new offer will be issued if a place becomes available. If a subsequent offer is made, the difference between the current year's confirming fee less the sum of all previous confirming fees paid is payable for the acceptance of that place.

### **WITHDRAWAL FROM THE COLLEGE AFTER ENROLLING AT THE COLLEGE BUT BEFORE COMMENCING AT THE COLLEGE**

We agree that if, after paying the Confirming Fee but prior to starting at the College, we withdraw our daughter from the College and do not notify the College of our intention at least one full term in advance, an In Lieu of Notice Fee of 25% of the annual tuition fee and, if applicable, 25% of the annual boarding fee will be payable. Examples:

- For students due to commence at the beginning of Term 1, notice must be provided by the end of Term 3 of the previous year.
- For students due to commence at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.

## WITHDRAWAL FROM THE COLLEGE AFTER COMMENCING AT THE COLLEGE

We agree that if we withdraw our daughter after she has commenced at the College whether the withdrawal is at our or the College's instigation, we will need to provide notice by completing the Withdrawal of Enrolment form at least one full term in advance. The Withdrawal of Enrolment form is available from the College Admissions office. If we do not provide this notice, an In Lieu of Notice Fee of 25% of the annual tuition fee and, where applicable, 25% of the annual boarding fee, will be payable. Examples:

- For students due to leave at the beginning of Term 1, notice must have been provided by the end of Term 3 of the previous year.
- For students due to leave at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.

In the event that we withdraw our daughter from the Boarding House, but she remains a Day student, we will also be required to provide notice of at least one full term, otherwise an In Lieu of Notice Fee of 25% of the annual boarding fee will be payable.

## SUSPENSION FROM THE COLLEGE

We agree that the Principal may, at her discretion, at any time suspend our daughter from attending the College and that we will continue to pay all College fees and other charges during any period when our daughter is suspended.

## EXPULSION FROM THE COLLEGE

If our daughter is expelled from the College we agree that we remain liable to pay all College fees and associated charges up to the end of the term in which our daughter is expelled.

## SPECIAL CIRCUMSTANCES FOR TERMINATION OF ENROLMENT

We agree that the College reserves the right to terminate the enrolment of our daughter in any of the following circumstances:

- Our daughter fails to attend the College, or any College activity, without authorisation;
- Our daughter fails to meet course guidelines as a result of non-attempted work;
- The College is not notified within 7 days of changes of address and residential arrangements;
- Non-payment of fees and ancillary charges.

## IF THE COLLEGE ENDS ITS RELATIONSHIP WITH US

We agree the College has the right to require us to remove our daughter from the College if the College should conclude that the necessary relationship of trust, confidence and cooperation between us and the College is irreparably damaged. We agree that in these circumstances the College fees already paid for the term in which our daughter is required to leave will not be refunded. If any College fees and associated charges are still outstanding at the time we remove our daughter, including those for the term during which removal takes place, we agree these fees will remain payable.

## JOINT AND SEVERAL LIABILITY

We agree that both parents in signing the Enrolment Contract and Terms of Enrolment, accept joint and several liability for paying all College fees and ancillary charges.

We agree that 'joint and several' liability for payment means that both parents are liable to pay College fees. Accordingly, if one parent fails to pay the College fees the other parent can be held liable, irrespective of any arrangement between the parents or with another person (for example, a grandparent) as to who is to pay. We accept that the College will not enter into disputes arising from disagreements between parents over liability for paying College fees.

We agree to be liable for the cost of any damage our daughter causes to College property.

## INDEMNIFYING THE COLLEGE

We agree to indemnify the College against any claim, cost, damage or suit which another party brings against the College arising out of our daughter failing to comply with the College's rules and policies or any reasonable direction of a College employee while at the College or travelling to or from the College.

## SPECIAL CONDITIONS

In some instances, special conditions may apply to a student's enrolment. These special conditions will be outlined in the Offer of Enrolment and will remain in force for the term of enrolment unless agreed otherwise.

## CHANGES TO TERMS OF ENROLMENT

The College reserves the right to amend these Terms of Enrolment from time to time and that any changes will be communicated to the College community and will apply from the date on which they are communicated.

We have read and understood these Terms of Enrolment, the Student Code of Conduct and the Parent Code of Conduct. We agree to be bound by these conditions once our child is enrolled at the College.

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Name of Father/Guardian

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Signature

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Date

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Name of Mother/Guardian

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Signature

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Date

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Full Name of Student